

Saddleback Valley Unified
School District

Range 95
Recreation & Community Services
and Child Care Services
Exempt Salary Schedule

ASSISTANT POOL MANAGER

DEFINITION

Under general supervision, assist in direction of instructors, lifeguards and other pool personnel; direct pool activities, swim teams, lifesaving techniques and responsible for the entire pool operation; conduct swimming and diving lessons; assist with staff training; and perform related duties as assigned.

EXAMPLES OF DUTIES

Assist Pool Manager in the operation of a pool program, assist in coordinating the activities of Aquatic personnel and participants; assist in directing pool activities; instruct adult and child program participants in swimming and diving lessons; enforce safety and facility regulations; maintain a high level of physical and mental fitness; lifeguard and patrol deck and locker rooms; maintain accurate reports of programs; assist in the scheduling of staffing; maintain inventory of equipment and supplies; protect school property and equipment; assist in training of aquatic staff; and responsible for pool operation in absence of the manager.

QUALIFICATIONS

Knowledge of

Programs offered by the Recreation and Community Services Department; Recreation Division policies and procedures; aquatic program policies and procedures; water safety instruction skills and techniques; lifesaving techniques; pool and facility safety procedures; and staff direction techniques.

Ability to

Direct and assist in training aquatic personnel; conduct swimming and diving classes as required; overall supervision of a pool site; direct staff and volunteers; apply good judgment, discretion and initiative; react appropriately in emergency situations; maintain and establish cooperative working relationships; express ideas in both written and verbal form; understand and carry out oral and written instructions; and supervise recreation program participants.

Certificates

Must maintain current Lifeguard Certificate; current First Aid and CPR cards.

Education

Equivalent to completion of the twelfth grade and one year of college preferred.

Experience

Equivalent to two years of increasingly responsible aquatic experience preferred.

Physical Performance Requirements

Swimming, standing or walking much of the time with frequent bending, stooping, squatting and twisting. Ability to perform water rescues (involving swimming and

assisting another individual at a distance of 50 yards) is essential. May be required to lift an adult or child out of the water onto the pool deck. The physical activities that may be performed on a daily basis include, but are not limited to, set-up and breakdown of equipment required for lessons and recreational swim.

Licenses

Possession of a valid California Driver's License, if required.

Board Approved:	October 9, 1990
Revised:	August 9, 1995
Revised:	June 25, 1996
Revised:	June 14, 2000
Revised & Approved:	February 14, 2012